



Theodora K. Eaton, MMC,
Town Clerk

BUSINESS CERTIFICATE _____

EXPIRATION DATE _____

☐ New ☐ Renewal

The Commonwealth of Massachusetts

Town of Needham
1471 Highland Avenue, Needham, MA 02492
Tel: 781-455-7510/7511 Fax: 781-449-1246

_____, 20____

In conformity with the provisions of Chapter one hundred and ten, Section five of the General Laws, as amended, the undersigned hereby declare(s) that a business under the title of

_____ is conducted at

Number _____ Street

Type of Business	Town	Zip Code	Telephone Number
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by the following named persons.

Full Name	Residence	F.I.D. Number Or Social Security Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signed

(Signature)

(Signature)

(Signature)

(Signature)

The Commonwealth of Massachusetts

_____ ss. _____, 20____

Personally appeared before me the above-named _____
and made oath that the foregoing statement is true.

A certificate issued in accordance with this section shall be in force and effect for four years from the date of issue and shall be renewed each four years thereafter so long as such business shall be conducted and shall lapse and be void unless so renewed. A statement under oath must be filed with the City/Town Clerk upon discontinuing, retiring or withdrawing from such business or partnership. (M.G.L. Chapter 110, s. 5 and Ch. 337 of the Acts of 1985)

My Commission Expires: _____

Title

(Seal)

Pursuant to MGL Ch.62C, Sec. 49A:

I certify under the penalties of perjury that I, to my best knowledge and belief, have read and am in compliance with the contents of MGL Chapter 62C, Section 49A (included with this application).

Signature of Applicant (mandatory)

By Corporate Officer (if applicable)

Either a Social Security Number
Or Federal Identification Number Must be Supplied

Date

This License will not be issued unless this certification clause is signed by the applicant.

TO: NEEDHAM BUSINESSES

FROM: THEODORA K. EATON, MMC, TOWN CLERK

SUBJECT: FILING A BUSINESS CERTIFICATE

Massachusetts General Laws Chapter 110, Section 5 requires that any person conducting business in the Commonwealth under any title other than the real name of the person conducting the business whether individually or as a partnership, shall file a business certificate in the Office of the Town Clerk.

The filing fee is \$60.00 and must be renewed every four years. You may receive certified copies at \$.50 per copy. Please be aware that violations of MGL Chapter 110, Section 5 are subject to a fine of not more than three hundred dollars for each month during which such violations continue.

In addition all agencies and political subdivisions of the Commonwealth must file with the Massachusetts Department of Revenue a list of all persons licensed to conduct a business, trade or profession during calendar year. This reporting requirement was established by Chapter 233, of the Acts of 1983. The Department of Revenue includes local Business Certificates and Gasoline Licenses.

Both sides of this form should be filled out and returned to the Town Clerk's Office along with your check made payable to the Town of Needham.

If you have any questions, please contact the Town Clerk's Office at the above address/telephone number.

Reminder: The Business Certificate must be notarized. If you choose to have your certificate notarized by the Town Clerk, please call for times she will be available

TO: NEEDHAM BUSINESSES

FROM: THEODORA K. EATON, MMC, TOWN CLERK

SUBJECT: RENEWAL OF A BUSINESS CERTIFICATE

Massachusetts General Laws Chapter 110, Section 5 requires that any person conducting business in the Commonwealth under any title other than the real name of the person conducting the business whether individually or as a partnership, shall file a business certificate in the Office of the Town Clerk.

Your current Business Certificate has been in effect for four years and must now be renewed as long as such business continues to be conducted in Needham. The renewal fee is \$60.00. You may receive certified copies at \$.50 per copy. Please be aware that violations of MGL Chapter 110, Section 5 are subject to a fine of not more than three hundred dollars for each month during which such violations continue.

If you are no longer in business, please contact the Town Clerk's office at 781-455-7510 so that we may remove you from our files.

In addition all agencies and political subdivisions of the Commonwealth must file with the Massachusetts Department of Revenue a list of all persons licensed to conduct a business, trade or profession during the calendar year. This reporting requirement was established by Chapter 233, of the Acts of 1983. The Department of Revenue includes local Business Certificates and Gasoline Licenses.

Both sides of this form should be filled out and returned to the Town Clerk's Office along with your check made payable to the Town of Needham.

If you have any questions, please contact the Town Clerk's Office at the above address/telephone number.

Reminder: The Business Certificate must be notarized. If you choose to have your certificate notarized by the Town Clerk, please call for times she will be available.

Form of Lists

Notice is given by the Assessors' Office that the "Form of Lists" (State Tax Form 2) must be filed each year by March 1st. This form must be filed by all individuals, partnerships, associations, trusts and corporations that own or hold taxable personal property on January 1. Individuals owning or holding household furnishings and effects not located at their domicile on January 1 must also file State Tax Form 2HF. Literary, temperance, benevolent, charitable or scientific organizations that may be entitled to an exemption under Chapter 59 Section 5, Clause 3 must file State Tax Form 3 ABC listing all property they own or hold for those purposes on January 1.

Under the statute, there is a penalty for not filing the list by March 1. If the list is not filed, the Assessors cannot act on any abatement application regarding the assessment of value of the personal property. If the form is filed late, the assessors can only grant an abatement if a reasonable excuse for late filing is shown or the tax assessed is more than 150% of the amount that would have been assessed had the list been timely filed. In this case, only that amount can be abated.

Further information and the necessary forms can be obtained at the Assessors' Office during normal business hours.